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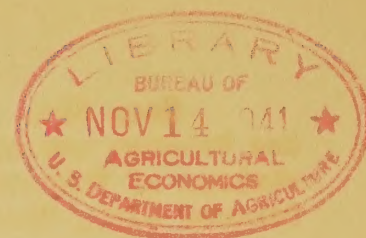
August 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

PART IIIa

INSTRUCTIONS FOR DETERMINING 1942 FLUE-CURED TOBACCO ACREAGE ALLOTMENTS
AND NORMAL YIELDS UNDER THE 1942 AGRICULTURAL CONSERVATION PROGRAM



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FLUE-CURED TOBACCO

Sec. 31a. General. - These instructions will be followed in determining tobacco acreage allotments and normal yields in accordance with the provisions of Tobacco 603 (Flue-cured), Part I (hereinafter referred to as Form Tobacco 603), "Procedure for the Determination of Acreage Allotments for 1942."

Sec. 32a. County office instructions. -

A. DETERMINATION OF ACREAGE ALLOTMENTS AND NORMAL YIELDS FOR GROUP 1 FARMS

(1) Acreage allotments. - Allotments and yields shall first be determined for farms as constituted in 1941 and shall later be determined for farms which are reconstituted for 1942 in accordance with the instructions contained in Part III hereof.

The farm acreage allotment for a Group 1 farm shall be the 1941 acreage allotment for the farm or the 1940 allotment if the 1941 allotment was reduced because of violation of the 1940 marketing quota regulations unless adjusted in accordance with the procedure listed in paragraphs 2 and 3 below; provided, however, that, in case farms are retired from agricultural production either (1) because of their purchase or lease by a federal agency for any purpose or (2) because of acquisition for use in connection with the National Defense Program, any tobacco acreage allotted to such farms for 1942 shall be placed in a State pool. Such acreage shall be available for allotment by local committees. A farm shall be eligible for a 1942 allotment from the State pool provided that the 1942 operator of such farm was engaged in the production of tobacco in 1941 on a farm for which a 1941 tobacco acreage allotment was established and that farm is retired from production for 1942. The acreage allotment for the farm so operated for 1942 shall be that acreage which the county committee determines to be fair and reasonable for the farm, taking into consideration the tobacco producing experience of the farm operator; land, labor, and equipment available for the production of tobacco; crop rotation practice; the soil and other physical factors affecting the production of tobacco; and allotments determined for other old tobacco farms in the new community which are similar with respect to such factors. The acreage allotment so determined shall be subject to approval by the State committee and shall not exceed the acreage allotment for the retired farm unless a larger allotment has been previously established for the newly acquired farm, in which case the allotment for such farm shall be that acreage previously determined.

In order to eliminate relisting data for all farms, columns 10, 11, and 12 of Form 41-Tob.-54, "Within Quota Listing Sheet", shall be used in establishing 1942 allotments and yields. Column headings shall be entered on each page of the tabulation as follows:

<u>Column</u>	<u>Heading</u>
10	Adjustment
11	1942 allotment
12	1942 normal yields

Entries shall be made on both the original and copy of Form 41-Tob.-54. A supplemental tabulation shall be prepared showing data in columns 1 through 4 and column 7 for (1) those farms for which data on Form 41-Tob.-54 were lined through and which were transferred to Form 41-Tob.-55, "Excess Listing Sheet," and (2) those farms on which tobacco was produced in 1941 but for which no 1941 allotment was established.

(2) Recommendation of upward adjustments in acreage allotments. -

As set forth in Form Tobacco 603, the only farms eligible for upward adjustments are (1) farms on which tobacco was grown in each of the five years 1937 through 1941, inclusive, and for which the committee determines that the 1941 allotments are relatively smaller in relation to the land, labor, and equipment available for the production of tobacco than the average of the allotments in relations to the land, labor, and equipment available for the production of tobacco on other farms in the county, and (2) farms on which tobacco was harvested in 1941 but for which no allotment was established. The recommended increase in allotment shall be entered in column 10 of Form 41-Tob.-54 and in no event shall the increase exceed the larger of (a) 10 percent of the 1941 allotment or (b) five-tenths of an acre; provided that, in the case of any farm on which tobacco was harvested in 1941 but for which no allotment was established, the committee may recommend an allotment not in excess of 10 percent of the 1941 harvested acreage. The sum of the increases recommended and entered in column 10 shall not, in any case, exceed .5 of 1 percent of the total acreage allotted in the county in 1941 (the total of column 3, Form 41-Tob.-54, including the supplemental tabulation) unless recommended by the State committee and approved by the Director of the Southern Division.

After all upward adjustments have been recommended and entered in column 10, the 1942 acreage allotment shall be entered in column 11 and shall be the same as the allotment in column 3, except in those cases where an adjustment has been recommended, in which case it shall be the sum of the entries in columns 3 and 10.

(3) Downward adjustments in allotments. - No farm acreage allotment will be reduced below the 1941 allotment except in cases of violation of the 1941 marketing quota regulations as provided in Section 6 of Form Tobacco 603. Such reductions shall not be indicated on Form 41-Tob.-54 until after the State office has approved the recommended upward adjustments. In any case where an allotment is so reduced, the allotment for such farm in column 11 shall be circled and the reduced allotment entered immediately above. The farm operator shall be notified of the reduced allotment and the reason therefor as soon as possible after the reduction has been approved by the State office.

(4) Adjustments in normal yields. - The county committee, with the assistance of other local committees, shall also review the normal yields established under the 1941 program and recommend such adjustments as it deems to be necessary, taking into consideration the yields obtained on the farm during the years 1937 to 1941, inclusive, as shown in Table 3 of Form SR-301, the soil and other physical factors affecting the production of tobacco on the farm, and the yields obtained on other farms in the same locality which are similar with respect to the above factors. The recommended 1942 normal yield shall be entered in column 12 and those yields which are adjusted shall be circled. Any

adjustments made in the normal yields must be offsetting; that is, the production resulting from the increase in yields must be offset by corresponding decreases in the normal yields for other farms within the county (weighted by the respective 1942 allotments).

(5) Approval by county committee and transmittal to State office. -

After columns 10, 11, and 12 have been executed, the members of the county committee shall indicate their approval of the recommended allotments and normal yields by entering their signatures and the date in the blank spaces at the top of Form 41-Tob.-54 on each page of the tabulation. The tabulation (original and copy) may then be transmitted to the State office for review and approval, if found to be correct, or a field representative of the State office may check the adjustments in acreage allotments and normal yields in the county office, in which case he shall (1) indicate his approval by entering his signature on each page of the tabulation, and (2) instruct the county office that operators will be notified of the 1942 flue-cured tobacco acreage allotments and yields approved for their farms on Form 42-SR-81, "1942 Farm Plan and Notice of All 1942 Allotments, Yields, and Marketing Quotas."

Sec. 33a. State office instructions.

Upon receipt of the tabulation in the State office, it shall be checked to determine that no unauthorized downward adjustments in acreage allotments have been made and that the upward adjustments in acreage allotments have been recommended only for eligible farms and are within the limits specified in Part I hereof and that the adjustments in normal yields are offsetting. After the tabulation has been approved by the State office it shall be returned to the county office and the county committee instructed to notify operators on Form 42-SR-81 of the tobacco acreage allotments and normal yields approved for their farms.

Sec. 34a. Determination of allotments and yields for reconstituted farms.

A. COMBINED FARMS

If two or more farms operated separately in 1941 are combined into a single farm for 1942, the 1942 allotment for the combined farm shall be the sum of the 1942 allotments first separately determined for the farms being combined. The 1942 normal yield shall be determined by dividing the 1942 allotment for the combined farm into the sum of the products obtained by multiplying the allotment in column 11 by the respective yield in column 12, Form 41-Tob.-54, for each of the farms being combined.

B. SUBDIVIDED FARMS

If land operated as a single farm in 1941 is subdivided for 1942 into two or more farms, the 1942 acreage allotments for the subdivisions shall be obtained by apportioning the 1941 allotment among the subdivisions in the same proportion as the acreage of cropland suitable for the production of tobacco on each subdivision bears to the total number of acres of cropland suitable for the production of tobacco on the entire farm and the normal yield for each subdivision shall be the same as the normal yield for the entire farm, unless otherwise recommended by the county committee and approved by the State committee.

Sec. 35a. Determination of allotments and yields for new farms. -

As set forth in Section 11 of Form Tobacco 603, the only new farms eligible for allotments in 1942 are those which meet the following conditions:

(a) The farm operator shall have had two years' or more experience in growing tobacco as a sharecropper, tenant, or as a farm operator, during the past five years;

(b) The farm operator shall be living on the farm and largely dependent on the farm for his livelihood;

(c) The farm covered by the application shall be the only farm owned or operated by the farm operator on which any tobacco is produced;

(d) No kind of tobacco other than flue-cured will be grown on the farm in 1942;

(e) There is located on the farm an adequate tobacco barn in useable condition; and

(f) The farm operator files "Application for Allotment New Tobacco Farm" prior to February 1, 1942. This form shall be executed by the farm operator and all indicated data shall be entered thereon. The application shall be checked by the county office and any data which do not agree with the county office records shall be corrected and the applicant notified of the correction.

The county committee shall review the applications for farms which are eligible to receive an allotment in accordance with the conditions set forth above and shall recommend an acreage allotment and normal yield for the farm, taking into consideration the following factors: The past tobacco experience of the farm operator; the cropland in the farm suitable for tobacco; the number of families on the farm available for tobacco production; the acreage capacity of curing barns which are located on the farm and which are in usable condition and are available for the curing of tobacco; and the customary crop rotation practices.

The recommended acreage allotment shall not exceed the smallest of (1) one-fifth of the past acreage of the operator (Sec. 10, item 1, Form Tobacco 603), (2) one-half of the capacity of the curing barn space available on the farm (Sec. 10, item 2, Form Tobacco 603), or (3) one acre.

The recommended normal yield shall be that yield which the county committee determines is reasonable for the farm as compared with the normal yields for old farms in the community which are similar with respect to soil and other physical factors. The weighted average yield for all new farms shall not exceed the county normal yield.

After acreage allotments and normal yields have been recommended for all eligible new farms, the applications shall be transmitted to the State office which, in no event, shall be later than February 6, 1942. The State office shall

insofar as possible, check the data on the applications with the State office records and shall advise the Director of the Southern Division not later than February 11, 1942, (1) the number of eligible farms and (2) the total acreage of the acreage allotments recommended for such farms.

When reports have been received from all States in the flue-cured tobacco belt, the State office will be advised whether it will be necessary to reduce the recommended allotments pro rata in order that the total allotments for new farms may not exceed the available reserve. The State office shall determine that the weighted average yield for new farms does not exceed the county normal yield and shall prepare supplemental county tabulations for new farms on Form 41-Tob.-54. The copies of the tabulations and applications for allotment shall be retained in the State office file and the originals returned to the county office with instructions to notify the operators immediately on Form 42-SR-81 of the acreage allotments and normal yields approved for their farms.

Sec. 36a. Execution of Table 3, Form SR-301.

(a) Kind of record. - A symbol shall be entered in the margin to the left of line 9, column A, describing the kind of record from which the 1942 production and acreage are secured. The letter "R" shall be used if both the 1942 production and acreage are based on reliable records. Reliable records are AAA records of measurements for acreage and marketing quota records of marketings, authentic warehouse bills, or other records of production acceptable to the county committee.

The letter "O" shall be used if the acreage is measured in 1942 but the production is not supported by reliable records.

The letter "X" shall be used if only the acreage is reported by the operator. If the production for such a farm is obtained from reliable records, it shall be designated by entering the letter "A" immediately to the left of the production in column A.

(b) Line 9, 1942. - Enter the 1942 acreage to tobacco in column B from the 1942 performance report as soon as available. The 1942 production shall be entered in column A from marketing quota records, unless the county committee finds that such records do not represent actual marketing from the farms, in which case the county committee shall determine the production for the farm. Enter in column C the yield obtained by dividing the production in column A by the acreage in column B. Enter in column F the approved 1942 farm normal yield from the applicable Form 42-Tobacco.

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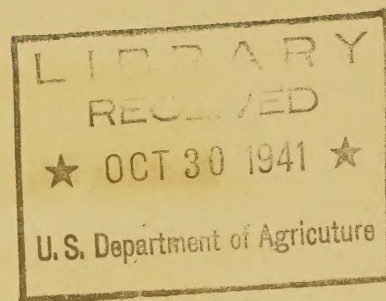
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SRB-602, PART IV

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

PART IV



INSTRUCTIONS FOR DETERMINING RICE ACREAGE ALLOTMENTS AND NORMAL
YIELDS UNDER THE 1942 AGRICULTURAL CONSERVATION PROGRAM

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PART IV. RICE

Sec. 41. General instructions. - The factors which will be used in determining 1942 rice acreage allotments for farms will be the production of rice during the five preceding calendar years on the farm; land, labor, and equipment available for the production of rice; crop rotation practices, soil fertility, and other physical factors affecting the production of rice; except that in counties, groups of counties, or states where the county and State committees, with the approval of the regional director and the Agricultural Adjustment Administration, determine that the apportionment among farms on the foregoing basis would result in inequitable allotments because most rice producers in such area normally grow rice on different farms from one year to the next or most of the land devoted to rice is normally rented for cash, then the 1942 rice acreage allotments shall be determined on the basis of the rice-producing history during the preceding five calendar years of the producers on the farms in 1942, irrespective of the location of such producers during such five-year period; land, labor, and equipment available for the production of rice; crop rotation practices, soil fertility, and other physical factors affecting the production of rice. In those counties, groups of counties, or states in which the former factors above are used to determine farm allotments the instructions in sections 42 and 43 hereof shall be followed and sections 44 and 45 hereof shall be disregarded. In those counties, groups of counties, or states in which the latter factors above are used to determine farm allotments the instructions in sections 44 and 45 hereof shall be followed and sections 42 and 43 shall be disregarded. Sections 46 through 48 shall be followed in all cases.

Rule of fractions. - Acreage allotments and other acreage data shall be expressed to the nearest tenth of an acre. Yields, if expressed in barrels, shall be shown to the nearest tenth of a barrel, and if expressed in bushels, shall be shown to the nearest whole bushel.

In rounding fractions to the nearest whole number, fractions of five tenths or less shall be dropped and fractions of more than five tenths (such as .51, but not .509) shall be considered a whole number. In rounding fractions to the nearest tenth, fractions of five hundredths or less shall be dropped and fractions of more than five hundredths (such as .051, but not .0509) shall be considered a whole tenth. In determining whether a fraction is five tenths or less only computed fractions in the hundredth order shall be considered; and in determining whether a fraction is five hundredths or less only computed fractions in the thousandth order shall be considered.

Sec. 42. Eligibility, grouping of farms, and definitions (For areas using past rice production on farm in determining farm allotments). -

A. ELIGIBLE FARMS

A rice acreage allotment shall be determined for each farm on which rice was planted in one or more of the years 1937-1941 and a

permitted acreage shall be determined for each farm on which rice will be planted in 1942 for the first time since January 1, 1937.

If no rice is planted on the farm in 1942 any rice acreage allotment established for the farm shall be canceled and the final allotment shall be zero. (A change in rice producers on the farm will not affect the final farm acreage allotment approved by the county committee.) Canceled allotments, if any, shall revert to a county reserve which may be used for making allotments to any late applicants, for correcting errors and granting appeals; and with the approval of the State committee, to provide additional allotments for farms in the county. Such apportionment, if any, shall be made in accordance with the instructions contained in section 47 hereof.

B. GROUPING OF FARMS

The 1942 rice acreage allotment and permitted acreage will be apportioned to two groups of farms.

Group 1 will include farms on which rice has been produced in any of the five years 1937-1941, inclusive.

Group 2 will include farms on which rice will be produced in 1942 for the first time since January 1, 1937.

C. DEFINITIONS

Developed rice land means all land which is classed as tilled land in 1941 on which rice has been produced in one or more of the years 1937-1941, inclusive, and for which water is readily available in 1942.

Sec. 43. County office instructions (For areas using past rice production on farm in determining farm allotments). -

A. EXECUTION OF FORMS 42-SR-23

In order to obtain the developed rice land on the farm it will be necessary to determine the fields in which rice has been planted during the period 1937-1941 and the acreage in such fields. Records of rice measurements by individual fields may not be available for some years, particularly 1937, 1938, and 1939, therefore, for any year for which such measurements are not available it will be necessary to secure an estimate or reported acreage of the rice planted in each field, and adjust the total of such estimated or reported acreage to the aggregate rice acreage which is known to have been planted on the farm in that year. This shall be done by executing Form 42-SR-23 as follows:

Form 42-SR-23 shall be executed for each farm on which rice has been produced in any years of the period 1937-1941, inclusive. Enter in the designated spaces the farm serial number and "field letters" of

all fields planted to rice during the period. For the years 1937, 1938, and 1939 enter by fields in the line for reported data the acreage as reported by the producer. (If desirable, a separate form may be prepared to first record the reported rice acreage by fields on the farm for the applicable years.) For the year 1940 enter by fields the acreage of rice from Form SR-412. For the year 1941 enter by fields the acreage of rice from Form SR-512. Enter the sum of the acreages reported for the respective years 1937, 1938, and 1939 in the column "Total reported". Enter in the line for measured data in the column "Total measured" the total rice acreage on the farm actually measured in connection with the 1937, 1938, 1939, 1940, and 1941 Agricultural Conservation Program, respectively. If the farm was not measured in any of the years 1937, 1938, or 1939, the county committee shall estimate a measured acreage, taking into consideration the acreage measured by fields on the farm in 1940 and 1941.

Enter in the column headed "Factor" for the years 1937, 1938, and 1939 the percentage factor derived by dividing the total acreage reported into the total acreage measured for the respective year. Enter in the line for measured acreage data for the years 1937, 1938, and 1939 for each field, the result obtained by multiplying the acreage reported in each field by the factor for the respective year.

For each field encircle the largest of the acreages shown in the line for measured data for each year of the period 1937-1941. Enter in the line "Developed rice land 1937-1941" the encircled acreage in each column and enter in the space designated "Total" the sum of the entries in that line.

B. EXECUTION OF COLUMN I, TABLE 2, FORM SR-301

Data shall be entered in column I (1942) of table 2, revised, in accordance with the following instructions.

Line : number:	Designation	Source of information
2-5		: Leave blank
6	: Developed rice land	: Form 42-SR-23
7-10		: Leave blank
11	: 1941 diverted : acreage	: Enter the diverted acreage for the farm : determined as follows: If the rice acreage : on the farm in 1941 was not less than 85% : of the farm allotment nor more than 125% of : the farm allotment, the diverted acreage : will be the farm allotment times 1.25 less : the 1941 rice acreage on the farm. If the : 1941 rice acreage on the farm was less than
		:
		:

Line number:	Designation	Source of information
11	1941 diverted con'd: acreage	85% of the farm allotment, the diverted acreage will be the farm allotment times 1.25 less 85% of the farm allotment (or 40% of the farm allotment). No diversion will be computed for farms on which the 1941 rice acreage is 125% or more of the farm allotment.

C. EXECUTION OF FORMS 42-SR-4R AND 42-SR-6R AND DETERMINATION OF ACREAGE ALLOTMENTS

(1) Execution of columns 1 to 8 for group 1 farms

Enter in the spaces provided on each Form 42-SR-4R the names of the county and State and group number.

Columns 1 through 8 of the tabulation shall be filled out in accordance with the following instructions.

Column number and heading	Source of information
1. 1941 farm serial number	Form SR-301
2. 1942 farm serial number	Form SR-301, if renumbered for 1942
3. Name of operator	Form SR-301
4. 1941 allotment	Column 9, Form SR-504-R
5. 1941 measured rice acreage	Column I, section 2, Form SR-512A or SR-512B, whichever is applicable
6. Developed rice land	Line 6, column I, table 2, revised, Form SR-301
7. Number of years rice planted on farm <u>1</u>	Enter the number of years in which rice was planted on the farm during the period 1937-1941
8. Rice acreage recommended by county committee as normal for farm	Leave blank

1/ Change column heading as indicated.

(2) Determination of factor and execution of columns 9 to
11 for group 1 farms

In determining the county factor to be used to determine minimum farm allotments it will be necessary to execute Form 42-SR-6R, "County Data, Computation and Summary Sheet of Rice Allotments". Only one copy of this form need be executed in the county office. The group number, and names of county and State shall be entered in the spaces provided. A separate Form 42-SR-6R shall be prepared for each group. The county share of the State rice acreage allotment to be apportioned to group 1 farms shall be entered in line 1. Columns 4 through 8, Form 42-SR-4R, shall be summarized and the totals entered in the spaces provided on Form 42-SR-6R. The county committee shall then enter in line 2 that part of the entry in line 1 (both in percentage and in acres) which is to be apportioned to farms on the basis of the developed rice land to provide minimum farm allotments.

In determining the part of the entry in line 1 to be apportioned to farms in this manner consideration shall be given to the relative number of farms in the county on which rice has been planted in only one, two, three, or four years of the five-year period 1937-1941. In counties with a relatively large number of such farms it will be necessary to use a smaller part of the county allotment to determine minimum allotments than in counties where substantially all the farms are operated by producers who have produced rice throughout the five-year period.

In those counties where about the same rice acreage has been grown on practically all the rice farms each year of the five-year period 1937-1941, or where the increase in acreage has been substantially uniform on all farms, up to 95 percent of the county allotment should be used to determine minimum farm allotments.

The rice acreage for the years 1937-1941 for the rice farms as shown on Forms SR-301 and the entries in column 7 of the listing sheet should be carefully reviewed before making the above determination.

After the entry for line 2, Form 42-SR-6R, has been determined and entered, a county rice factor shall be computed and entered in line 5 and in the heading of column 9 on each page of Form 42-SR-4R. This factor shall be determined by dividing the entry in line 2 by the developed rice land. The developed rice land to be used for this purpose will be the total of column 9, unless the State committee determines, in accordance with the next paragraph, that only a part of the county factor shall be used to determine minimum allotments for "short history" farms, in which event the same part of the developed rice land on such "short history" farms shall be included as the developed rice land used to determine the county factor.

Column 9 of the listing sheet shall be executed by entering therein for each farm the result obtained by multiplying the entry in

column 6 by the county rice factor; except that if the State committee determines that, in order to obtain equitable allotments for all farms, those farms on which rice has been planted in less than five years of the period 1937-1941 should not receive minimum allotments based on the same percentage of the developed rice land as those farms on which rice was planted in all five of the years 1937-1941, only a part of the county factor shall be used to determine the entry for column 9 for such "short history" farms. The part of the county factor to be used for determining minimum allotments for "short history" farms shall be determined by the State committee but in no event shall less than 60 percent of the county factor be used in determining the minimum allotment for any group 1 farm.

The entry in line 7, Form 42-SR-6R, shall be determined by the county committee on the basis of the acreage required for the correction of errors (rice or other crops) in previous years, taking into consideration the completeness of coverage in 1941. This reserve should be generally not less than one-half of one percent of the county allotment.

The acreage available for county committee upward adjustments shall be determined by subtracting the entries in lines 6 and 7 from the entry in line 1. The result shall be entered in line 8, Form 42-SR-6R.

Column 10 of the listing sheet shall be executed by entering therein the amount of the reserve in line 8, Form 42-SR-6R, apportioned to each farm by the county committee, with the assistance of other local committees. In making this distribution the committee shall take into consideration the acreage of rice customarily grown as shown by the entries on Form SR-301, other special allotments established for the farm and the developed rice land on the farm, giving consideration to the size of the farm.

The total of column 10 must not be in excess of the entry in line 8, Form 42-SR-6R. Such total shall be entered in line 12, Form 42-SR-6R.

Column 11. Enter in column 11 of the listing sheet the final 1942 allotment for each farm, which will be the sum of the entries in columns 9 and 10. The total of column 11 must not be in excess of the entry in line 1, Form 42-SR-6R, less the reserve for the correction of errors (line 1 minus line 7, Form 42-SR-6R). The total of column 11 shall be entered in line 13, Form 42-SR-6R.

(3) Execution of Forms 42-SR-4R and 42-SR-6R for group 2 farms

Enter in the spaces provided on each Form 42-SR-4R the names of the county and State and group number (2).

Columns 1, 2, 3, and 6 of the listing sheet shall be filled out in accordance with the instructions for group 1 farms. The county

committee shall enter in column 9 its recommended permitted acreage based on the developed rice land on the farm, taking into consideration crop rotation practices, soil fertility, and other physical factors affecting the production of rice including the labor, equipment, and water available for the production of rice on the farm; provided that the recommended permitted acreage for no group 2 farm shall exceed the result obtained by multiplying 50 percent of the county rice factor by the developed rice land on the farm. A summary of the data listed for group 2 farms shall be prepared and the totals entered on a properly designated Form 42-SR-6R.

The listing sheets and copy of Form 42-SR-6R shall then be transmitted to the State office for determination of final 1942 permitted acreages.

(4) Determination of final permitted acreages for group 2 farms

As soon as performance has been checked on each group 2 farm the 1942 measured acreage of rice shall be compared with the permitted rice acreage for the farm and, if the measured acreage is less than the permitted acreage, the permitted acreage shall be reduced to the measured acreage.

D. DETERMINATION OF NORMAL YIELDS

After the farm acreage allotments or permitted acreages have been entered in column 11, normal yields shall be determined in accordance with the following instructions.

The county committee, with the assistance of the local committees, shall enter in line 9, column E, table 3, Form SR-301, the preliminary yield which it determines on the basis of the yields of rice customarily made on the farm, indicated by the yield(s) shown in lines 3 through 7, column C, and the average yield in line 8, column D, table 3, Form SR-301, with due consideration for the type of soil, production practices, and the general fertility of the land.

After the preliminary yields have been recommended for all farms the preliminary yields in line 9, column E, table 3, Form SR-301, shall be entered in column 12, Form 42-SR-4R. The county office shall carefully check the entries in column 12 for each farm.

Final rice yields will be determined by the State office by making a pro rata adjustment, if necessary, in the preliminary yields.

E. APPROVAL BY COUNTY COMMITTEE AND TRANSMITTAL TO STATE OFFICE

As soon as the tabulation has been completed the State office field representative shall review it and after his approval is secured the members of the county committee shall indicate their approval of the data and the recommended allotments and yields by entering their signatures and the date in the spaces provided on

each page of the tabulation. The tabulation, Forms SR-301, Forms 42-SR-23, and Forms 42-SR-6R shall then be transmitted to the State office for audit and for approval if found correct.

F. NOTIFICATION OF ACREAGE ALLOTMENTS AND NORMAL YIELDS

As soon as the county committee has received approval of allotments or permitted acreages and normal yields from the State office, each operator shall be notified of the allotment or permitted acreage and normal yield for his farm on the 1942 farm plan sheet.

Sec. 44. Eligibility, grouping of farms, and definitions (For areas using rice-producing history of producers). -

A. ELIGIBLE FARMS

A rice acreage allotment shall be determined for each farm tilled by a producer participating in the production of rice in one or more of the years 1937-1941, and a permitted acreage shall be determined for each farm tilled by producers who did not participate in the production of rice during any of the years 1937-1941, but one or more of whom will participate in the production of rice in 1942.

If no rice is planted on the farm in 1942, any rice acreage allotment established for the farm shall be cancelled and the final allotment shall be zero. If any rice producer on a farm who contributed history to the 1942 allotment does not share in the rice crop in 1942, the farm allotment shall be redetermined without regard to such producer's history. Cancelled allotments, if any, shall revert to a county reserve which may be used for making allotments to any late applicants, for correcting errors and granting appeals; and with the approval of the State committee to provide additional allotments for farms in the county. Such apportionment, if any, shall be made in accordance with the instructions contained in section 47 hereof.

B. GROUPING OF FARMS

The 1942 rice acreage allotment or permitted acreage for the State will be apportioned to three separate groups.

Group 1 will include farms on which each of the 1942 producers participated in the production of rice in one or more of the years 1937 through 1941.

Group 2 will include farms on which none of the 1942 rice producers participated in the production of rice during any of the years 1937 through 1941.

Group 3 will include farms on which one or more of the producers on the farm participated in the production of rice in any of the years 1937 through 1941 and also on which one or more of the

rice producers on the farm in 1942 did not participate in the production of rice during any of such years, but will participate in the production of rice in 1942.

C. DEFINITIONS

(1) Participation in the production of rice means sharing as a rice producer in the production of rice.

(2) Rice producer means a person who in 1942 (a) as landlord, owner, or cash tenant, operates a farm on which rice is produced, (b) as share-tenant operates a farm on which rice is produced, (c) as sharecropper works a producer unit on which rice is produced, (d) as landlord leases to a share-tenant a farm on which rice is produced, or (e) furnishes water for the production of rice in 1942 on a share basis. A person sharing in the rice crop by virtue of an assignment of the crop as security for cash or credit advanced, etc., shall not be considered a rice producer.

(3) Developed rice land means the land on the farm which is adapted to rice and for which water is readily available in 1942. If the State committee in any State determines that land in such State or in any county in the State cannot properly be classified as developed rice land unless rice was actually planted on the land in one or more of the five calendar years preceding the year for which the allotment is being determined, no land in the State (or county) shall be classified as developed rice land unless it meets this requirement.

Sec. 45. County office instructions (For areas using rice-producing history of producers)..- It will be necessary to enter additional data on Forms SR-301 and SR-406 and in addition to fill out the following forms in connection with the determination of farm acreage allotments and normal yields for rice under the 1942 Agricultural Conservation Program.

Form 42-SR-21 - "Apportionment of Rice History for Multiple Producers"

Form 42-SR-22 - "Apportionment of Farm Developed Rice Land (Optional) Among Producers on Farm"

Form 42-SR-4R - "Listing Sheet for 1942 Farm Rice Acreage Allotments"

Form 42-SR-6R - "County Data, Computation and Summary Sheet of Rice Allotments"

Each of the above forms will be completed in accordance with the following instructions.

A. EXECUTION OF COLUMN I, TABLE 2, FORM SR-301

Data shall be entered in column I (1942) of table 2, revised, in accordance with the following instructions.

Line : number:	Designation	Source of information
2-5		Leave blank
6	Developed rice land	Measured acreage of developed rice land, if available, or county committee adjustment of line 6, column H
7	Normal rice acreage	Total of entries in line 8, column F, Form(s) SR-406, for the farm, including supplemental Forms SR-406, if any
8	Operating capacity	Leave blank
9	Community committee recommendation	Community committee's recommendation of normal rice acreage <u>1/</u>
10	County committee recommendation	County committee's recommendation of normal rice acreage taking into consideration the developed rice land, operating capacity, and the acreage customarily devoted to the production of rice on the farm <u>1/</u>
11	1941 diverted acreage	Enter the diverted acreage for the farm determined as follows: If the rice acreage on the farm in 1941 was not less than 85% of the farm allotment nor more than 125% of the farm allotment, the diverted acreage will be the farm allotment times 1.25 less the 1941 rice acreage on the farm. If the 1941 rice acreage on the farm was less than 85% of the farm allotment, the diverted acreage will be the farm allotment times 1.25 less 85% of the farm allotment (or 40% of the farm allotment). No diversion will be computed for farms on which the 1941 rice acreage is 125% or more of the farm allotment.

1/ In areas where wells or reservoirs are used the capacity of the well(s) or reservoir(s) should be given careful consideration.

B. EXECUTION OF FORM SR-406

Form SR-406 will be used again for determining 1942 rice acreage allotments, however, it will be necessary to enter data for the year 1941. If desirable, additional copies of such form may be prepared for 1942 so that the 1941 files may be left intact, but this is optional. The year 1936 is not used in determining 1942 rice acreage allotments, therefore, a line shall be drawn through the spaces for that year.

Form SR-406 shall be executed in duplicate for each person participating in the production of rice in 1942. In cases where the producer will participate in the production of rice in more than one county or on more than one farm within a county, supplemental Forms SR-406 will also be prepared for each farm from an approved Form 42-SR-21 as provided under (3) below.

Enter the producer's serial number, the names of the county and State, and the producer's name and address in the spaces provided.

(1) Section I. Producer's Rice Acreage 1/

(a) Data for 1937 to 1940, inclusive

For those producers who did not submit a Form SR-406 under the 1941 program, data for the years 1937 through 1940 shall be entered on Form SR-406 in accordance with the instructions in section 44 A of SRB-302, section 42 A of SRB-402, section 42 A of SRB-502, and as provided herein.

1/ If necessary in any State in order that fair and equitable allotments may result, the 1941 acreage of rice on a farm and the diverted acreage shall be divided among the interested producers on the basis of the producer's average history, rather than on the basis of the division of the crop. In such states the data on Forms SR-406 for 1937, 1938, 1939, and 1940 should also be examined if they have been determined on a different basis and, if not substantially the same as would be obtained under such procedure, data for 1937, 1938, 1939, and 1940 should be reworked, using the method outlined in SRB-502 for 1940 or the method outlined below for 1941.

1941 planted acreage

Enter in line 7, column B, Form SR-406, the producer's share of the 1941 rice acreage on the farm which shall be determined as follows:

Enter in column F of the application work sheet (Form SR-509A or SR-514A) on the line opposite each producer's name in Section 2 the five-year (1936-1940) adjusted average planted plus diverted rice acreage for each producer from Form SR-406 or supplemental Form SR-406. The total of such data for all producers on the farm must equal the entry in line 7, column H, table 2, Form SR-301. (The data to be

(b) 1941 planted acreage

Enter in line 7, column B, the 1941 acreage from which the producer received rice produced or the proceeds therefrom under the lease or operating agreement on the farm as shown on the 1941 application work sheet.

If no application work sheet was prepared under the 1941 Agricultural Conservation Program, the acreage to be entered in line 7, column B, shall be supported by A.A.A. measurements, if any; receipts, if available, for water and land rent; or any other available data. Only the rice history earned by the producer by reason of his participation in the production of rice shall be entered on his Form SR-406 and shall, therefore, exclude all history that may have been transferred to him through purchase of land or machinery, or through inheritance; except that, in cases where the heirs of an estate are actually rice producers and will continue to operate the estate in the usual manner, the rice history of the estate may, upon approval of the State committee, be divided among such heirs by the county committee.

In cases of dissolution of a partnership or corporation the history for each year may, upon approval of the county and State committee, be divided among the rice producers of such partnership or corporation in the proportion that they had an interest in the partnership or corporation, provided that they continue in the production of rice.

entered for producers who had no rice history in 1941 but participated in the production of rice in such year on a group 2 or group 3 farm will be that part of the 1941 acreage allotment for the farm which the county committee determines was apportioned to the farm for such producer from the State reserve for new growers.) An apportionment factor for distributing the farm's planted acreage among the interested producers shall be obtained by dividing the 1941 acreage of rice as shown in line 2, column C or D, Section 2, of the application work sheet by the total rice history for the farm. This factor, carried to four places beyond the decimal point, shall be entered immediately above column G. The producer's farm rice history in column F opposite his name shall be multiplied by the factor entered above column G and the result, which will be the producer's share of the planted acreage on the farm, shall be entered opposite his name directly below column G. Only the rice history earned by the producer by reason of his participation in the production of rice shall be entered on his Form SR-406 and shall, therefore, exclude all history that may have been transferred to him through purchase of land or machinery, or through inheritance; except that, in cases where the heirs of an estate are actually rice producers and will continue to operate the estate in the usual manner, the rice history of the estate may, upon approval of the State committee, be divided among such heirs by the county committee.

(c) 1941 diverted acres

Enter the 1941 diverted rice acreage for the farm as shown in line 11, column I, table 2, revised, Form SR-301, immediately above column E of the application work sheet (Form SR-509A or SR-514A). An apportionment factor for distributing the farm's diverted acreage among the interested producers shall be obtained by dividing the entry above column E by the total 1941 rice acreage on the farm. This factor, carried to four places beyond the decimal point, shall be entered immediately above column H. The producer's share of the 1941 rice acreage on the farm in column C or D opposite his name shall be multiplied by the factor entered above column H and the result, which will be the producer's share of the farm's diverted acreage, shall be entered opposite his name directly below column H. The total of the entries in column H must equal the diverted acreage for the farm.

Enter in line 7, column C, Form SR-406, the producer's share of the farm's 1941 diverted acreage from column H of the application work sheet form.

(d) 1941 planted and diverted acreage

Enter in line 7, column D, Form SR-406, the sum of the entries in columns B and C.

In cases of dissolution of a partnership or corporation the history for each year may, upon approval of the county and State committees, be divided among the rice producers of such partnership or corporation in the proportion that they had an interest in the partnership or corporation; provided that they continue in the production of rice.

1941 diverted acres

Enter the 1941 diverted rice acreage for the farm as shown in line 11, column I, table 2, revised, Form SR-301, immediately above column E of the application work sheet (Form SR-509A or SR-514A). An apportionment factor for distributing the farm's diverted acreage among the interested producers shall be obtained by dividing the entry above column E by the total rice history for the farm. This factor, carried to four places beyond the decimal point, shall be entered immediately above column H. The producer's farm rice history in column F opposite his name shall be multiplied by the factor and entered above column H and the result, which will be the producer's share of the farm's diverted acreage, shall be entered opposite his name directly below column H. The total of the entries in column H must equal the diverted acreage for the farm.

Enter in line 7, column C, Form SR-406, the producer's share of the farm's 1941 diverted acreage from column H of the application work sheet form.

(e) Elimination of high or low years and determination of average

The county committee, assisted by the community committees, may eliminate data for any year in determining the normal rice acreage if the producer's acreage in such year was abnormally low due to flood or drought. The committee may also eliminate data for any of the years 1937 through 1941 in which the producer's reported rice acreage is not typical for the land which the producer will operate in 1942 because of customary crop rotation practices or is not substantiated by reliable records and the committee believes the actual planted acreage of rice for such year(s) to be substantially different from the acreage reported. In eliminating any year the committee should draw a single line through the entries in columns B, C, and D. Careful consideration should be given the data for each year before it is eliminated and caution should be used in eliminating an excessive number of low years. There are many years in which rice acreage for individual producers is relatively low and by eliminating data for such years the allotments to other producers in the county will be reduced. It should also be kept in mind that those producers who produced rice in only one or two years of the five-year period contributed relatively less to the average or normal acreage for the county than the producers who produced rice each year of the period. The committee may in such cases, or in cases where the data otherwise appear to be abnormally high or low, eliminate all years of the period and appraise the planted and diverted acreage for each year, as provided below, so that such appraised data will be comparable with the data for other producers in the county.

Totals of the remaining entries in column D shall be entered in line 8, column E, and the average obtained by dividing the number of years represented by such entries into such total shall be entered in line 8, column F.

In the event all years of the period are eliminated under this procedure the committee shall appraise the planted and diverted acreage for each year for which data were eliminated, taking into consideration the items outlined above. Such estimates shall be entered in column A. The total of such acreages in lines 3 through 7, column A, shall be entered in line 8, column E. The acreage obtained by dividing such total by the number of entries comprising such total shall be entered in line 8, column F.

For any person participating in the production of rice in 1942 who has not produced rice in any of the years 1937 through 1941, enter a zero for each year in columns B, C, and D, and the farm in which such person is interested will be classified in either group 2 or 3. For such producers, enter and encircle in line 8, column E, Form SR-406, the acreage of rice which the producer intends to plant in 1942. This item must be obtained from the producer when he files application for a rice acreage allotment and will represent only the producer's share of the 1942 rice acreage. Enter and encircle in line 8, column F, the county committee adjustment of this entry. In making this

adjustment the committee shall take into consideration the acreage adapted to the production of rice, availability of water, and the labor and equipment available for the production of rice on the farm.

(2) Section II. Certification

One member of the county committee shall enter his signature and the date in the spaces provided after Section I has been executed.

The signature of the producer should be obtained at the time he is contacted regarding any other agricultural conservation program form. The date of his signature should be entered in the space provided.

(3) Execution of supplemental Forms SR-406

For each producer for which Form 42-SR-21 has been executed, supplemental Forms SR-406 shall be prepared for each farm shown on such Form 42-SR-21. In executing such supplemental Forms SR-406 enter the producer's serial number, names of county and State, and the producer's name and address in the spaces provided. The word "Supplemental" shall be entered immediately over the title. It will not be necessary to execute columns B, C, D, and E of supplemental Forms SR-406 but the years in which the producer participated in the production of rice as shown on the original Form SR-406 shall be encircled in column A of each supplemental Form SR-406. The entry in line 8, column F, shall be secured from column J on the appropriate line for the farm, Form 42-SR-21.

C. EXECUTION OF FORMS 42-SR-21 AND 42-SR-22

If a rice producer is participating in the production of rice in 1942 on more than one farm it will be necessary to execute Form 42-SR-21, which shall be prepared in triplicate as follows:

Enter in the spaces provided the producer's serial number, the State and county code numbers, and the multiple producer's name and address.

Data for each farm shall be entered on Form 42-SR-21, using a separate line for each farm, as follows:

Column number and heading	Source of information
Line 1, average rice history of producer	Line 8, column F, Form SR-406
A. County code	Form SR-301
B. Farm serial number	Form SR-301

Column number and heading	Source of information
C. Developed rice land operated by multiple producer	From farm operator or from Form 42-SR-22, column 7 <u>1/</u>
D. Apportionment of rice history on basis of developed rice land	Column C times factor (line 1 divided by total of column C)
E. Estimated average rice history of other rice producers on farm	Sum of entries on Form SR-406, line 8, column F, for other producers on farm, or if not available an estimate by county committee
F. Multiple producer's fractional share in crop	This share in terms of percentage which the multiple producer has in the rice crop on the respective farm in 1942
G. Multiple producer's proportionate part of total history	(Column E x column F) ÷ (1.0 - column F)
H. Proportionate part adjusted	(Line 1 ÷ total of column G) x column G

1/ The execution of Form 42-SR-22 is optional, but may be used where desired as an aid to the operator and producer in determining and recording the portion of the farm's developed rice land to be operated by each rice producer on the farm in 1942. It is suggested that this form be prepared in triplicate, one copy to be retained by the operator, one by the county office, and one provided the State office.

In cases where the producer is participating in the production of rice in more than one county in the State, a Form 42-SR-21 shall be prepared in each county covering his farms in that county. Only columns A, B, C, E, and F are to be executed in such cases and a copy of each Form 42-SR-21 shall be forwarded to the county in which the producer's headquarters are located, or in the absence of any farming headquarters, to the county in which the largest portion of his rice farming operation is located. Upon receipt of the last of Forms 42-SR-21 in such county, the county office shall prepare a master Form 42-SR-21 entering the word "Master" in large letters above the title. Such master form shall be fully executed and shall be approved by one member of each county committee concerned. The approval of such form will be facilitated if a member of each respective county committee will meet and review the data shown on Forms 42-SR-21. The approving member of each committee shall retain a copy of such master form for his county office files.

D. EXECUTION OF FORMS 42-SR-4R AND 42-SR-6R AND DETERMINATION
OF ACREAGE ALLOTMENTS

(1) Execution of columns 1 to 8 for groups 1 and 3 farms

Enter in the spaces provided on each Form 42-SR-4R the names of the county and State and group number (1 or 3).

Columns 1 through 8 of the tabulation for each group shall be filled out in accordance with the following instructions.

Column number and heading	Source of information
1. 1941 farm serial number	Form SR-301
2. 1942 farm serial number	Form SR-301, if renumbered for 1942
3. Name of operator	Form SR-301
4. 1941 allotment	Column 9, Form SR-504-R
5. 1941 measured rice acreage	Column I, Section 2, Form SR-512A or SR-512B, whichever is applicable
6. Developed rice land	Line 6, column I, table 2, revised, Form SR-301
7. Five-year average rice acreage of producer	Line 7, column I, table 2, revised, Form SR-301
8. Rice acreage recommended by county committee as normal for farm	Line 10, column I, table 2, revised, Form SR-301

(2) Determination of factor and execution of columns 9 to 11
for groups 1 and 3 farms

In determining the county factor to be used to determine minimum farm allotments, it will be necessary to execute Form 42-SR-6R, "County Data, Computation and Summary Sheet of Rice Allotments". Only one copy of this form need be executed in the county office. The applicable group number and names of county and State shall be entered in the spaces provided. A separate Form 42-SR-6R shall be prepared for each group. The county share of the State rice acreage allotment to be apportioned to the group shall be entered in line 1. Columns 4 through 8, Form 42-SR-4R, shall be summarized and the totals entered in the spaces provided on Form 42-SR-6R. The county committee shall then determine and enter in line 2 that part of the entry in line 1 (both in

percentage and in acres) which is to be apportioned to farms on the basis of the normal rice acreage to provide minimum farm allotments. In determining the part of the entry in line 1 to be apportioned to farms in this manner consideration shall be given to the relative number of farms in the county on which the producers have planted rice in only one, two, three, or four years of the five-year period 1937-1941. In counties with a relatively large number of such farms it will be necessary to use a smaller part of the county allotment to determine minimum allotments than in counties where substantially all the farms are operated by producers who have produced rice throughout the five-year period.

In those counties where practically all the rice producers have been growing about the same rice acreage each year of the five-year period 1937-1941, or where the increase in acreage has been substantially uniform on all farms, up to 95 percent of the county allotment should be used to determine minimum farm allotments.

The rice acreage for the years 1937-1941 for the rice producers as shown on Forms SR-406 should be carefully reviewed before making the above determination.

After the entry for line 2, Form 42-SR-6R, has been determined and entered the county rice factor shall be computed by dividing such acreage by the normal rice acreage (line 4). This factor shall be entered in line 5 and in the heading of column 9 on each page of Form 42-SR-4R.

Column 9 of the listing sheet shall be executed by entering therein for each farm the smaller of

- (a) the result obtained by multiplying the entry in column 8 by the county rice factor, or
- (b) the entry in column 6.

Column 9 shall then be summarized and the total entered in line 6, Form 42-SR-6R.

The entry in line 7, Form 42-SR-6R, shall be determined by the county committee on the basis of the acreage required for the correction of errors (rice or other crops) in previous years, taking into consideration the completeness of coverage in 1941. This reserve should be generally not less than one-half of one percent of the county share of the State allotment.

The acreage available for county committee upward adjustment shall be determined by subtracting the entries in lines 6 and 7 from the entry in line 1. The result shall be entered in line 8, Form 42-SR-6R.

Column 10 of the listing sheet shall be executed by entering therein the amount of the reserve in line 8, Form 42-SR-6R, apportioned to each farm by the county committee, with the assistance of other local committees. In making this distribution the committee shall take into consideration the acreage of rice customarily grown as shown by the entries on Form SR-406, other special allotments established for the farm, and the developed rice land on the farm.

The total of column 10 must not be in excess of the entry in line 8, Form 42-SR-6R. Such total shall be entered in line 12, Form 42-SR-6R.

Column 11. Enter in column 11 of the listing sheet the final 1942 allotment for each farm, which will be the sum of the entries in columns 9 and 10. The total of column 11 must not be in excess of the entry in line 1 less the reserve for the correction of errors (Line 1 minus line 7, Form 42-SR-6R). The total of column 11 shall be entered in line 13, Form 42-SR-6R.

(3) Execution of Forms 42-SR-4R and 42-SR-6R for group 2 farms

Enter in the spaces provided on each Form 42-SR-4R the names of the county and State and group number (2).

Columns 1, 2, 3, and 6 of the listing sheet shall be filled out in accordance with the instructions for groups 1 and 3 farms. The county committee shall enter in column 9 its recommended permitted acreage based on the developed rice land on the farm, taking into consideration crop rotation practices, soil fertility, and the other physical factors affecting the production of rice, including the labor, equipment, and water available for the production of rice on the farm; provided that the recommended permitted acreage for no group 2 farm shall exceed the result obtained by multiplying 50 percent of the developed rice land on the farm by the ratio of groups 1 and 3 farm allotments to the developed rice land on such farms. A summary of the data listed for group 2 farms shall be prepared and the applicable totals entered on a properly designated Form 42-SR-6R.

The listing sheets and Forms 42-SR-6R shall then be transmitted to the State office for determination of 1942 permitted acreages.

(4) Determination of final permitted acreages for group 2 farms

As soon as performance has been checked on each group 2 farm the 1942 measured acreage of rice shall be compared with the permitted rice acreage for the farm and, if the measured acreage is less than the permitted acreage, the permitted acreage shall be reduced to the measured acreage.

E. DETERMINATION OF NORMAL YIELDS

After the farm acreage allotments or permitted acreages have been entered in column 11, normal yields shall be determined in accordance with the following instructions.

The county committee, with the assistance of the local committees, shall enter in line 9, column E, table 3, Form SR-301, the preliminary yield which it determines on the basis of the yields of rice customarily made on the farm, indicated by the yield(s) shown in lines 3 through 7, column C, and the average yield in line 8, column D, table 3, Form SR-301, with due consideration for the type of soil, production practices, and the general fertility of the land.

After the preliminary yields have been recommended for all farms, the preliminary yields in line 9, column E, table 3, Form SR-301, shall be entered in column 12, Form 42-SR-4R. The county office shall carefully check the entries in column 12 for each farm.

Final rice yields will be determined by the State office by making a pro rata adjustment, if necessary, in the preliminary yields.

F. APPROVAL BY COUNTY COMMITTEE AND TRANSMITTAL TO STATE OFFICE

As soon as the tabulation has been completed the State office field representative shall review it and after his approval is secured the members of the county committee shall indicate their approval of the data and the recommended allotments and yields by entering their signatures and the date in the spaces provided on each page of the tabulation. The tabulation, Forms SR-301, Forms 42-SR-21, 42-SR-22, and 42-SR-6R shall then be transmitted to the State office for audit and for approval if found correct.

G. NOTIFICATION OF ACREAGE ALLOTMENTS AND NORMAL YIELDS

As soon as the county committee has received approval of allotments, or permitted acreages, and normal yields from the State office, each operator shall be notified of the allotment or permitted acreage and normal yield for his farm on the 1942 farm plan sheet.

Sec. 46. State office instructions. -

A. RECHECK OF COUNTY OFFICE WORK

The applicable Forms SR-406, SR-301, 42-SR-21, 42-SR-22, 42-SR-23, 42-SR-6R, 42-SR-4R, and any other forms used by the county office to determine developed rice land or make any other determination shall be checked in the State office and, in the event an incorrect entry is found, it shall be lined out but remain legible and the correct entry inserted immediately above, using a red pencil.

(1) Audit of Form SR-406

The State office shall determine that the producer's serial number, names of the county and State, and the name and address of the producer have been entered above Section I. The entries in lines 3 through 7, column D, should represent the total of the respective

entries in columns B and C. The entry in line 8, column E, must be the total of the entries in lines 3 through 7 of column D which have not been lined out. The average as shown in line 8, column F, must be the total acreage shown in line 8, column E, divided by the number of years represented in such total. In the event column A has been executed it will be necessary to check only the entries in line 8, columns E and F. The State office shall determine that Section II has been executed in accordance with the instructions contained in section 43 A (2) hereof.

As soon as the Forms SR-406 have been audited and approved by the State office, the county office copies shall be returned to the county office and the original retained in the State office files.

(2) Audit of Tables 2 and 3, Form SR-301

Table 2 shall be checked to determine that it is executed for 1941 in accordance with section 42 of SRB-502 and for 1942 in accordance with section 43 B hereof. The data in table 3 shall then be checked to determine that the yield for 1941 and the total and averages have been entered as provided in section 44, SRB-502.

(3) Audit of Forms 42-SR-21 and 42-SR-22

The State office shall determine that the producer's serial number, State and county code numbers, and the name and address of the multiple producer have been entered at the top of Form 42-SR-21. Line 1 should show the average rice history of the producer and should be checked against the entry in line 8, column F, Form SR-406. Columns A through H will have been executed by the county office and such entries shall be checked for completeness. The totals of columns D and G should equal the entry in line 1. The distribution of the multiple producer's rice history to farms as shown in column H should be reviewed carefully to determine that the factors outlined in section 45 C hereof have been followed and that the apportionment is fair and equitable. It shall be determined that the multiple producer and at least one county committeeman from each county in which the producer has a rice work sheet listed on Form 42-SR-21 have entered their signatures in the spaces provided. The name of the respective county and the date should also have been entered in the spaces provided.

If Form 42-SR-22 was used to determine the developed rice land, such form shall be checked in accordance with the instructions herein for executing it.

(4) Audit of Form 42-SR-4R

The State office shall determine that all data on Form 42-SR-4R have been correctly entered as provided in the county office instructions. Page totals of columns 4 through 11 and the county summary shall be verified. The farm allotments in column 11 shall be

carefully reviewed to determine that they have been made on a fair and equitable basis and that the acreage allotted does not exceed the acreage available for such farms.

B. COMPLETION OF FORMS 42-SR-4R FOR GROUPS 1 AND 3 FARMS

(1) Normal yields

Each entry in column 12, Form 42-SR-4R, shall be checked to determine that it has been correctly entered from line 9, column E, table 3, Form SR-301.

A cumulative total of the production extensions obtained by multiplying the final acreage allotments in column 11 by the preliminary yields in column 12 for each page shall be entered in the "total" line below column 12. The county totals of such extensions shall be obtained by summarizing the page totals and shall be entered in column 12 on the summary sheet.

If the county total of the extensions divided by the county total of the acreage allotments shown in column 11, Form 42-SR-4R, exceeds or is more than approximately one-fourth barrel, or more than approximately one bushel, less than the State normal yield adjusted to reflect the relative productivity of the rice farms in the county, it will be necessary to make a pro rata adjustment of all yields shown in column 12. If such average yield does not exceed this limit and is not more than approximately one-fourth barrel, or more than approximately one bushel, less than such limit, the yields in column 12 shall be approved as final; in which case the amount, if any, by which such average yield is less than the State normal yield, adjusted to reflect the relative productivity of the rice farms in the county, multiplied by the total of the final allotments in column 11 shall constitute a county production reserve for use in correcting errors and granting appeals.

If such average yield does not come within the above limits, a county yield adjustment factor shall be obtained as follows:

(a) A county production reserve shall be determined by the State office. Such reserve shall be the amount which it is estimated is sufficient to provide for the correction of errors and granting of appeals, which shall not exceed approximately one-fourth barrel, or approximately one bushel, times the final acreage allotments in column 11.

(b) Deduct the county production reserve from the product obtained by multiplying the total of the final acreage allotments in column 11 by the 1942 State normal yield adjusted to reflect the relative productivity of the rice farms in the county.

(c) Compute the county yield adjustment factor by dividing item (ii) by the total of the production extensions in column 12 for

the county and enter the result, carried at least four places beyond the decimal point, in the heading of column 13.

Enter in column 13 the yield obtained by multiplying the yield in column 12 by the county yield adjustment factor. Enter in the "total" line of column 12, on each page, the page totals of the extensions obtained by multiplying the final acreage allotments in column 11 by the yields in column 13. A county total of such extensions shall be obtained and such county total plus the county production reserve, adjusted if necessary, must not exceed the product obtained by multiplying the total of the acreage allotments in column 11 by the 1942 State normal yield adjusted to reflect the relative productivity of the rice farms in the county.

When the normal yields for the farms in any county have been finally approved, county office copies of the Forms SR-301, 42-SR-4R, 42-SR-21, and 42-SR-22 shall be returned to the county office. The county committee shall be advised of the county production reserve and shall be instructed (a) to notify each operator of the acreage allotment and normal yield determined for his farm in accordance with the instructions in section 43 G or 45 G hereof, and (b) to enter the final 1942 normal yield in line 9, column F, table 3, Form SR-301.

(2) Completion of Form 42-SR-6R and transmittal to Southern Division

As soon as 1942 rice acreage allotments and normal yields for groups 1 and 3 farms have been approved by the State office, Form 42-SR-6R for each group shall be completed. Lines 9, 10, 11, 14, and 15 shall be executed as indicated by the respective references. Line 16 shall be executed by entering the number of farms receiving 1942 allotments. A completely executed copy of such form shall be signed by the statistical assistant and the administrative officer in charge and shall be mailed to the Director of the Southern Division.

C. COMPLETION OF FORMS 42-SR-4R FOR GROUP 2 FARMS

(1) Acreage allotments

A State summary of the entries on Form 42-SR-4R for group 2 farms shall be prepared. The recommendations in column 9 from each county shall be examined to determine that they have been made on an equitable basis and are comparable with the recommendations from all other counties in the State. If the State committee finds that an adjustment is necessary in the recommendation of any county to bring them in line, such adjustment shall be made in column 10, in which case the heading in column 10 shall be revised to read "Indicated permitted acreage adjusted by State committee". The adjustment may be made on a pro rata basis, considering the percent of developed rice land represented by column 9 as compared to such percentage for other counties, and the relation of such recommendations to the allotments for other farms in the county.

Permitted acreages for group 2 farms shall be determined by the State office and entered in column 11 by making a pro rata adjustment in the entries in column 9, or column 10, if executed, so that the sum of the permitted acreages will not exceed the State reserve for such farms.

(2) Normal yields

Preliminary normal yields shall be checked and final yields shall be determined for group 2 farms in the same manner as for group 1 and 3 farms, except that there will not be a separate production reserve for group 2 farms. Any production reserve for the county will be applicable to groups 1, 2, and 3.

(3) Completion of Form 42-SR-6R and transmittal to Southern Division

As soon as 1942 permitted rice acreages and normal yields for group 2 farms have been approved by the State office, Form 42-SR-6R for group 2 farms shall be completed. Entries for the applicable lines shall be made and the statistical assistant and administrative officer in charge shall sign in the spaces provided. A copy of the completed form shall then be mailed to the Director of the Southern Division.

Sec. 47. Apportionment of released rice acreage allotments. -

A. COUNTY OFFICE INSTRUCTIONS

(1) General

Those parts of the 1942 rice acreage allotments which are canceled and those allotments released by operators because they will not be used may be reapportioned to other farms within the county. Such reapportionment must be made before a final date which shall be set by the State committee. This date shall not be later than April 30. Any allotments canceled or released after such date shall be placed in a State reserve to be used only for correcting errors. The county committee shall designate the farms within the county to which such allotment shall be reapportioned, basing its designation upon the developed rice land on the farm, the past acreage of rice on the farm (or grown by the producers), other physical facilities affecting the production of rice, and the need of the operator for an additional allotment to meet the requirements of the families engaged in the production of rice on the farm.

(2) Release of unused allotments

It will be necessary to first obtain an accurate summary of the rice acreage allotments released. Each operator desiring to release any part or all of the rice acreage allotment for his farm shall execute Form 42-SR-9R, "Release of Unused 1942 Rice Acreage Allotment", and shall file such form with the county office not later than the date set by the State committee, which date shall not be later than

April 15, 1942. The operator's signature must be witnessed and also must be verified in the county office and checked by the county committee. When each Form 42-SR-9R is received in the county office, the name of the operator, serial number of the farm, and the 1942 rice acreage allotment for the farm shall be verified by checking against the appropriate entries on the listing sheet. If any item on Form 42-SR-9R is found to be in error, the form shall be returned to the operator for correction and re-execution.

Each Form 42-SR-9R shall be examined by the county committee and, if the acreage released by the farm operator is approved by the county committee, such approval shall be indicated by the signature of a member of the county committee in the space provided. The county committee shall not approve the release of any rice acreage allotment if it has reason to believe that the acreage to be planted to rice on the farm will be in excess of the farm's acreage allotment.

The total acreage released and canceled within the county is available for making upward adjustments in the allotments established for farms within the county, and, as soon as possible after the closing date for filing Forms 42-SR-9R, the county committee may distribute such acreage among such farms on the basis of the factors outlined in paragraph (1) above and in accordance with the instructions in this bulletin for making additional allotments in column 10. In distributing the available acreage, the county committee shall correct the entries in columns 10 and 11 for each farm receiving an additional allotment from the released acreage. In making these corrections the original entries in columns 10 and 11 shall be lined out (but remain legible) and the revised or final entries inserted, using a red pencil. When the county committee has distributed the available acreage, the county office shall furnish the State office a summary setting forth

- (a) the following data for each farm for which a Form 42-SR-9R was filed or for which an allotment was canceled before the final date for distributing released acreage: (i) 1942 serial number, (ii) name of 1942 operator, (iii) the original 1942 rice allotment in column 11, Form 42-SR-4R, (iv) acreage released or canceled, and (v) revised 1942 rice allotment; and
- (b) the following data from Form 42-SR-4R for each farm receiving an additional allotment from such acreage reserve: (i) 1942 serial number, (ii) name of 1942 operator, (iii) the original entry in column 10, (iv) the original entry in column 11, (v) the revised entry in column 10, and (vi) the revised entry in column 11.

When the county committee's distribution of the released acreage has been approved by the State office, the operators of the farms from which rice allotments were released and the farms which received additional allotments shall be notified of their revised 1942 allotments.

B. STATE OFFICE INSTRUCTIONS

Upon receipt of the summaries from each county, the State office shall check the committee's distribution of the released and canceled acreage and if it is found that (1) the acreage distributed is not in excess of the acreage released and canceled and (2) the increases in acreage allotments have been made in accordance with the instructions for making additional allotments in column 10, the county committee's distribution shall be approved and the State office copy of the listing sheet, Form 42-SR-4R, shall be corrected as indicated in the summaries to agree with the county office copy. Upon approval by the State office, the county office shall be advised immediately that the county committee's distribution has been approved and shall be instructed to notify the operators of their revised rice acreage allotments.

Sec. 48. Execution of table 3, Form SR-301. - Data shall be entered in table 3, Form SR-301, in accordance with the following instructions for each farm for which a rice acreage allotment was determined under the 1942 Agricultural Conservation Program.

Kind of Record

A symbol shall be entered in the margin to the left of column A, line 9, describing the kind of record from which the 1942 production, acreage, and yield data are secured.

(a) The letter "R" shall be used if the yield in column C is computed on the basis of reliable records. Reliable records are A.A.A. measurements of acreage and authentic warehouse, sales, or mill receipts for production. The records for production, if furnished by the operator, shall be carefully examined by the county committee, and, if accepted as being reliable, shall be initialed by at least one member of the committee and kept on file in the county office.

(b) The letter "O" shall be used if the yield in column C is computed on the basis of A.A.A. measurements of acreage but for which the production is reported by the operator and is not substantiated by reliable records.

(c) The letter "X" shall be used if the yield in column C is computed on the basis of acreage reported by the operator and is not supported by reliable records.

If rice was not planted on the farm in 1942 the spaces in line 9, columns A and B, shall be lined out.

Line 9 - 1942

Enter in column B the 1942 acreage of rice from the 1942 performance report as soon as available. Enter in column A the 1942 production furnished by the operator when performance is checked, which may be adjusted by the county committee, if necessary, in order to reflect the true yield for the farm in 1942. Enter in column C the yield obtained by dividing the production in column A by the acreage in column B. The 1942 production and yield in columns A and C, respectively, may be adjusted later if reliable records are submitted by the operator, in which case the symbol entered in the margin to the left of column A shall be changed from "O" to "R".

Line 15

Enter the total of the yields in lines 5 through 9, column C, in line 15, column C.

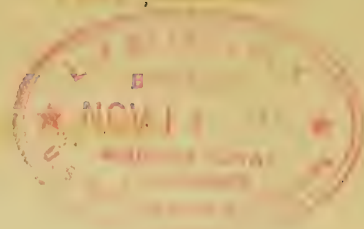
Line 10

Enter in line 10, column D, the simple average of the yields in lines 5 through 9, column C (line 15, column C, divided by 5).

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

PART V



INSTRUCTIONS FOR DETERMINING IRISH POTATO ACREAGE ALLOTMENTS AND NORMAL
YIELDS UNDER THE 1942 AGRICULTURAL CONSERVATION PROGRAM

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PART V - Irish Potatoes

Section 51. General instructions

A. ELIGIBLE FARMS

A 1942 potato allotment shall be determined for each commercial potato farm. Potato acreage allotments and yields will first be determined for farms as constituted in 1941. Instructions relative to subdivisions and combinations of 1942 allotments and yields are contained in Part X of this bulletin.

B. GROUPING OF FARMS

The 1942 potato acreage allotment shall be apportioned to three separate groups of farms, which are as follows:

Group 1 will include (a) farms on which the average acreage of potatoes harvested on the farm during the three years 1939-1941 was three acres or more and (b) farms on which potatoes were harvested in one or more of the years 1939-1941 but the average acreage of such potatoes was less than three acres and the county committee determines that there will be harvested three acres or more of potatoes in 1942.

Group 2 will include farms on which potatoes were not harvested in any of the years 1939, 1940, and 1941 (other than group 3 farms) but the county committee determines that three acres or more of potatoes will be harvested in 1942.

Group 3 will include farms in the areas described below on which the average acreage of potatoes harvested on the farm during the three years 1939-1941 was less than three acres but the average acreage harvested during such three-year period by the persons who will grow potatoes in 1942 on the farm was 3 acres or more. The areas referred to will constitute any county or administrative area in which the Director of the Southern Region, with the approval of the AAA, finds that the production of potatoes is carried on largely by persons who normally grow potatoes on different farms from one year to the next with consequent reduction of the part of the potato crop normally harvested in the area on the same farms from one year to the next.

C. DEFINITIONS

Commercial Potato Farm means any farm on which the average acreage of potatoes harvested during the three years 1939 to 1941 is three acres or more, and including also farms on which the county committee determines that three acres or more of potatoes will be harvested in 1942.

D. RULE OF FRACTIONS

Acreage allotments and other acreage data shall be expressed to the nearest tenth of an acre. Yields shall be expressed to the nearest

In rounding fractions to the nearest whole number, fractions of five tenths or less shall be dropped and more than five tenths (such as .51, but not .509) shall be considered a whole number. In rounding fractions to the nearest tenth, fractions of five hundredths or less shall be dropped and more than five hundredths (such as .051, but not .0509) shall be considered a whole tenth. In determining whether a fraction is five tenths or less only computed fractions in the hundredth order shall be considered; and in determining whether a fraction is five hundredths or less only computed fractions in the thousandth order shall be considered.

Sec. 52. County office instructions

A. EXECUTION OF COLUMNS 1 THROUGH 11, FORM 42-SR-4PO

Prior to the tabulation of data on form 42-SR-4Po, "Listing Sheet for 1942 Farm Potato Acreage Allotments and Yields", Irish potato data for every farm eligible for a 1942 potato allotment shall be entered in table 3, Form SR-301, in accordance with the instructions in section 53 of SRB-302, section 54 of SRB-402, and section 54 of SRB-502, except that for farms which have been reconstituted during any of the years 1939 to 1941 acreage and production data shall be determined for the applicable years. The applicable years will be identified by the letter "N" in the right margin of table 3 of the work sheet.

If the farm as presently constituted represents land which in one or more years of the period 1939-1941 constituted two or more farms, acreage and production data for such years of that period shall be determined by combining the acreage and production data respectively of the farms for the respective years.

If the farm as presently constituted represents land which was only a part of a farm in one or more of the years 1939-1941, acreage and production data for such years shall be determined for the farm as presently constituted. Such data shall be determined by apportioning the acreage and production for the farm which has been subdivided in the proportion that the tilled acreage in each subdivision bears to the tilled acreage in the original farm.

The procedure outlined below shall be followed in determining potato acreage allotments for individual farms.

Enter in the spaces provided on each form 42-SR-4Po the page number and the names of the county and State and the group number. Columns 1 through 11 for each group shall be filled out in accordance with the following instructions.

Column number and heading	Source of information
1. 1941 serial number	Form SR-301
2. 1942 serial number	Form SR-301, if renumbered for 1942
3. Name of operator	Form SR-301
4. 1941 tilled acreage	Line 1, column F, section I, Form SR-301, or section 8, Form SR-512B
5. 1937 potato acreage	Line 4, column H, table 3, Form SR-301
6. 1938 potato acreage	Line 5, column H, table 3, Form SR-301
7. 1939 potato acreage	Line 6, column H, table 3, Form SR-301
8. 1940 potato acreage	Line 7, column H, table 3, Form SR-301
9. 1941 potato acreage	Line 8, column H, table 3, Form SR-301
10. Average acreage	Line 14, column H, table 3, Form SR-301, divided by number of years represented in such total
11. 1941, 1940, 1939, or 1938 potato allotment	Latest potato allotment, if any, established for the farm from the appropriate column of form SR-504-Po, SR-404-Po, SR-304-Po, or SR-204-F

B. EXECUTION OF COLUMN 12, FORM 42-SR-4PO

Column 12. Recommended allotment - community committee. - The community committee shall enter in column 12 its recommended 1942 potato acreage allotment for the farms in each group, taking into consideration the acreage of potatoes customarily grown on the farm (columns 5 through 9 and column 10), production facilities, good soil management, the tillable acreage on the farm, type of soil, and topography, and for group 3 farms, if any, the acreage customarily grown by the persons on the farm in 1942. Any acreage which is claimed as personal history data for group three farms must be substantiated by proof acceptable to the county committee. The responsibility for obtaining such proof will be that of the producer. Any acreage which is accepted as personal history on a group 3 farm cannot be used on any other farm. The county committee

shall determine and enter in line 2 of form 42-SR-6Po for group 1 farms the acreage to be withheld as a reserve for correction of errors for farms in all groups.

C. DETERMINATION OF NORMAL YIELDS

After the recommended acreage allotments have been entered in column 12, normal yields shall be determined in accordance with the following procedure.

The county committee, with the assistance of the local committee, shall enter in line 9, column K, table 3, Form SR-301, the preliminary yield for the farm. The preliminary normal yield of potatoes for any farm shall be determined on the basis of the yields of potatoes customarily made on the farm (as shown in column I, Form SR-301, for the years 1936 to 1940), with due consideration for type of soil, production practices, and the general fertility of the land.

After the preliminary normal yields have been recommended for all farms, they shall be entered in column 14, form 42-SR-4Po. When the county office has entered and carefully checked the entry in column 14 for each farm receiving a 1942 potato acreage allotment, the members of the county committee shall indicate their approval by entering their signatures and the date on each page of the tabulation.

D. PREPARATION OF FORM 42-SR-6Po AND TRANSMITTAL TO STATE OFFICE

After data for all farms have been tabulated in columns 1 through 12 and column 14, the number of farms listed and county totals of columns 4 through 12 shall be obtained and form 42-SR-6Po prepared for each group. The State office field representative shall then review the form 42-SR-6Po and the forms 42-SR-4Po to determine that only eligible farms have been listed and that the entries have been correctly transcribed from Form SR-301. After his approval has been secured, form 42-SR-6Po shall then be transmitted to the State office, together with the tabulation of forms 42-SR-4Po.

E. DETERMINATION OF FINAL ALLOTMENTS AND NORMAL YIELDS

When the tabulation and summary sheet have been returned by the State office the acreage available for apportionment to each group will have been entered in item 3 on the first page of the tabulation and in line 3 of form 42-SR-6Po and the county normal yield will be supplied.

The county committee shall enter in column 13 of the listing sheet its recommendations of the farm potato acreage allotment for 1942 for the farms in each group, taking into consideration the factors outlined above. The total of column 13 must not exceed item 3 of the summary sheet for the respective group.

Final normal potato yields for all farms will be determined as follows:

Enter the page totals of the extensions obtained by multiplying the final potato acreage allotments in column 13 by the preliminary yields in column 14. (Column 15 may be executed and added to obtain such totals, or the totals may be accumulated without executing column 15, if preferable.) A county summary of such page totals shall be obtained if the weighted average of the yields in column 14 does not exceed, and is not more than approximately 1 bushel less than, the county average yield, the yields in column 14 shall be approved as final. The amount, if any, by which such weighted average yield is less than the approved county normal yield multiplied by the total of the final allotments in column 13 shall constitute a county production reserve for the correction of errors.

If the weighted average of the preliminary yields shown in column 14, form 42-SR-4Po, exceeds or is more than approximately 1 bushel less than the approved county normal yield, it will be necessary to make a pro rata adjustment of all yields in column 14, in which case a county adjustment factor shall be obtained as follows:

(1) A county production reserve shall be determined by the county committee. Such reserve shall be the amount which it is estimated will be sufficient to provide for the correction of errors, which will generally be approximately 1 bushel times the total of the final acreage allotments in column 13.

(2) Deduct the county production reserve from the product obtained by multiplying the total of the final allotments in column 13 by the 1942 county normal yield. Compute the county yield adjustment factor by dividing the result so obtained by the county total of the extension totals entered in column 15, form 42-SR-4Po, and enter the result, carried at least four places beyond the decimal point, in the heading of column 16.

Enter in column 16 the yield obtained by multiplying each yield in column 14 by the county yield adjustment factor. Enter the page total of the extensions obtained by multiplying the final acreage allotments in column 13 by the yields in column 16 in the space for total in column 17. A county total of such extensions shall be obtained and such county total plus the production reserve under (1) above, adjusted if necessary, must not exceed the product obtained by multiplying the total of the acreage allotments in column 13 by the 1942 approved county normal yield.

When the normal yields for the farms in any county have been determined, approval of farm acreage allotments and normal yields shall be secured from the State office field representative.

F. NOTIFICATION OF ACREAGE ALLOTMENTS AND NORMAL YIELDS

When the final allotments and yields have been approved by the State office field representative, each farm operator shall be notified

of his 1942 farm potato acreage allotment and normal yield on form 42-SR-5Po. The applicable data shall be entered in the heading of such form and the approved acreage allotment and normal yield shall be entered in the spaces provided. The county office shall enter the final date set by the State committee for making requests for reconstitution of farms under the 1942 program. The name of the county and the address of the county committee shall be entered in the spaces provided at the bottom of the form. When the notices for all farms in the county have been completed and carefully checked against the listing sheet, the original shall be signed by a member or the secretary of the county committee (delete the words not applicable under the line for signature). It is important that the notice be mailed on the date shown on the notice and transmitted to the operators through the mail. The copies shall be retained in the permanent files of the county office.

The following statement shall be entered on each notice prepared for a farm, the operator of which was originally mailed an erroneous notice:

"The original notice of allotment and normal yield, dated _____ was in error and is therefore null and void. The above allotment and normal yield are the final approved allotment and normal yield for the above-described farm."

The following statement shall be entered on each notice prepared for a reconstituted farm:

"The above allotment and normal yield are the final approved allotment and normal yield determined for the above-described farm as it will be operated in 1942 and are not an additional allotment and normal yield."

Sec. 53. State office instructions

A. ACREAGE ALLOTMENTS

When the listing sheets, forms 42-SR-4Po, and the county summary, form 42-SR-6Po, are received in the State office, all computations and additions shall be checked for accuracy. Data for any farm for which the recommended acreage is less than 3 acres shall be lined out and the county totals corrected accordingly. The recommended allotments shall be carefully reviewed by the State office to determine that they are fair and equitable as between farms. In making this determination consideration shall be given to the acreage of potatoes customarily grown on each farm as shown in columns 5 to 9 and to any previous potato acreage allotments for the farm. As soon as the listing sheets and forms 42-SR-6Po have been checked, form 42-SR-6Po, together with a recommended county acreage allotment, shall be transmitted to the Southern Division for determination of the 1942 county potato acreage allotment. Upon receipt of the county allotment from the Southern Division the allotment shall be entered in line 1 of form 42-SR-6Po for group 1 farms.

allotment to be apportioned to each group of farms, entering the respective amount in line 3 of form 42-SR-6Po for each group. If there are any group 3 farms in the county the portion of the county allotment which may be apportioned to such farms must be approved by the Director of the Southern Region before counties are notified of the available acreage. The acreage apportioned to group 2 farms in any State must not exceed 2 percent of the State allotment. The acreage available for apportionment to each group shall also be entered in line 3 in the "county data" box on the first page of the tabulation for each group.

B. NORMAL YIELDS

The State office shall review each preliminary yield in line 9, column K, table 3, Form SR-301, and shall check each such yield against the respective entry in column 14, form 42-SR-4Po.

When the preliminary normal yields for the farms in any county have been approved, the county office copies of Forms SR-301 and 42-SR-4Po shall be returned to the county office and the county committee shall be advised to enter the final farm acreage allotments and normal yields for 1942.

Sec. 54. Execution of table 3, Form SR-301

Data shall be entered in table 3, Form SR-301, in accordance with the following instructions for each farm on which potatoes were planted for market in 1942.

Kind of record. - A symbol shall be entered in the margin to the right of column L, line 9, describing the kind of record from which the 1942 production and acreage are secured.

(a) The letter "R" shall be used if both the acreage and production are based on reliable records. Reliable records are A.A.A. records of measurements for acreage and authentic sales receipts or other records of production which the county committee finds is good proof. Records submitted by the producer shall be carefully examined by the county committee, and, if accepted as being reliable, shall be initialed by at least one member of the committee and kept on file in the county office.

(b) The letter "O" shall be used if reliable acreage measurements are available but the production is not supported by reliable records.

(c) The letter "X" shall be used if the acreage is reported by the operator.

If potatoes are not planted for market on the farm in 1942 the spaces in columns G, H, and I shall be lined out.

Line 9 - 1942. - Enter the 1942 acreage of potatoes in column H from the 1942 performance report as soon as available for farms on which potatoes are planted for market. Operators should be requested to furnish the county committee records of their 1942 sales as soon as possible after the marketing season is completed, and the 1942 production shall be entered in column G as soon as such records are furnished. Enter in column I the yield obtained by dividing the production in column G by the acreage in column H. Enter in column J the yield obtained by dividing the production in line 14, column G, by the acreage in line 14, column H.

Enter the final 1942 approved yield for the farm from column 17, form 42-SR-4Po, in line 9, column L.

Line 15. - Enter the total of the acreage and production in lines 5 through 9, columns G and H, in line 15, columns G and H, respectively. Enter in column I the yield obtained by dividing the production in column G by the acreage in column H.

